
ASSESSMENT FINDINGS AND NOTICE OF INVESTIGATION RESULTS

CREATION DATE: April 11, 2006



Pointers to Remember:

1. What are the new dispositions under the **“Improved Child Abuse Investigations Amendment Act of 2002”**?
 - A. **Substantiated:**
 - A report which is supported by credible evidence and is not against the weight of the evidence.
 - B. **Unfounded:**
 - A report which is made maliciously or in bad faith or which has no basis in fact.
 - C. **Inconclusive:**
 - A report which cannot be proven to be either substantiated or unfounded.

Changes to the Assessment Findings Screen

Notes:

- The screen is divided into two tabs: “Results” and “Findings”. The Findings tab includes the narrative boxes for “Pertinent Information” and “Findings/Recommendations”, as well as the Staff Information display and the check boxes for “Criminal proceedings have been initiated” and “Conducted jointly with law enforcement”.
- The Results tab contains a new narrative box called “Investigation Results”. All clients whose role in the referral was “Alleged Maltreater” will have a separate Investigation Results box.
- The “Investigation Results” will be mandatory upon adding for any maltreater who has at least one substantiated allegation. The text will populate to the Notice of Investigation Results.
- You cannot select “Open a New Case” on the Case Connect screen unless at least one of the allegations is substantiated.
- You cannot select “Do Not Open a Case” or “Connect to a Closed Case and Do Not Reopen the Case” if any of the allegations are substantiated.

Steps include:

Step 1: Click on **Assessment Findings**.

Step 2: Choose the appropriate finding from the picklist for each allegation.

Step 3: Complete the **Investigation Results** narrative for all clients on the **Results** tab.

Step 4: Click **Add**.

The screenshot shows the FACES NET web application interface. The top navigation bar includes tabs for Referral, Case, Client, Provider, and Admin. Below this is a secondary navigation bar with tabs for Referral, Investigation, Referral Narratives, Contacts, Allegation, Collateral, Extension, Notes, and Assessment Findings. The 'Assessment Findings' tab is selected. On the left, a sidebar shows the user's name as TRAINER 2 and the entity as JACKSON65. The main content area is titled 'Assessment Findings' and contains a table with columns: Name, Maltreatment Category, Maltreatment Type, Injury Characteristics, Perpetrator, and Findings. The table lists four entries for PAUL WILLIAMS65, all with 'Neglect' as the category and 'SHANTE JACKSON' as the perpetrator. Below the table are two tabs: 'Results' and 'Findings'. The 'Results' tab is active, showing two sections for 'Investigative Results' for SHANTE JACKSON65 and MALTREATER UNKNOWN. Each section has a text area for narrative input. At the bottom of the page are 'Save' and 'Cancel' buttons. Four numbered callout boxes are present: 1 points to the 'Assessment Findings' tab; 2 points to the 'Findings' tab; 3 points to the 'Investigative Results' text areas; and 4 points to the 'Save' button.

1: Click **Assessment Finding** button.

2: Choose the appropriate finding.

3: Complete Investigation **Results** and **Findings** tabs.

4: Click on **Save**.

Figure 1

Notice of Investigation Results and Fair Hearing Form



Pointers to Remember:

1. All substantiated maltreaters must receive a Notice of Investigation Results and Fair Hearing Form.
2. The **Investigation Results** narrative from the **Assessment Findings** screen will populate to the notice.

Notes:

- The **Notice of Investigation Results** and **Fair Hearing Form** are located under the **Reports** screen.
- The Fair Hearing form will print automatically with the Notice and is also a stand-alone document under Reports.
- Only clients who have substantiated allegations appear in the client select list.
- The only identifying information of the victim is the child's first, middle, and last initial.
- The **Allegations** are automatically mapped to the D.C. Statutes violated by the allegation.

Steps include:

Step 1: Click on the **Reports**.

Step 2: Select the **Notice of Investigation Results**

Step 3: Click on **Preview**.

Select Reports

*Denotes required Fields *Denotes AFCARS Fields
* If a pop-up blocker is installed for your browser, please hold down the 'Ctrl' key while clicking Preview.

Report Name	Form Name	Type
Alert Form	UNIV-385	Template
Checklist Report	UNIV-386	On-Line
Child Vulnerability Factors	SFTY_IN_003	Template
Citizen Alienage Declaration	CITIZEN_ALIENAGE	DDE
Contact Report	UNIV-630	On-Line
Fair Hearing Request Form		On-Line
I & R Summary	INR-INT-001	On-Line
Investigation Summary	IFSA-INT-470	On-Line
Letter To Mandatory Reporters	IFSA-INT-469	DDE
Medical Assistance(FORM - 30A)	FORM30A	DDE
Notice Of Investigation Results		On-Line
Notice of Allegation of Neglect	IFSA-INT-133	DDE
Placement Request Form	PPA-FC-399	DDE

Preview **Cancel**

Figure 2

3: Click on
Preview.

Step 4: Select **Perpetrator** from the **Select Client** window.

Step 5: Click on **OK**.

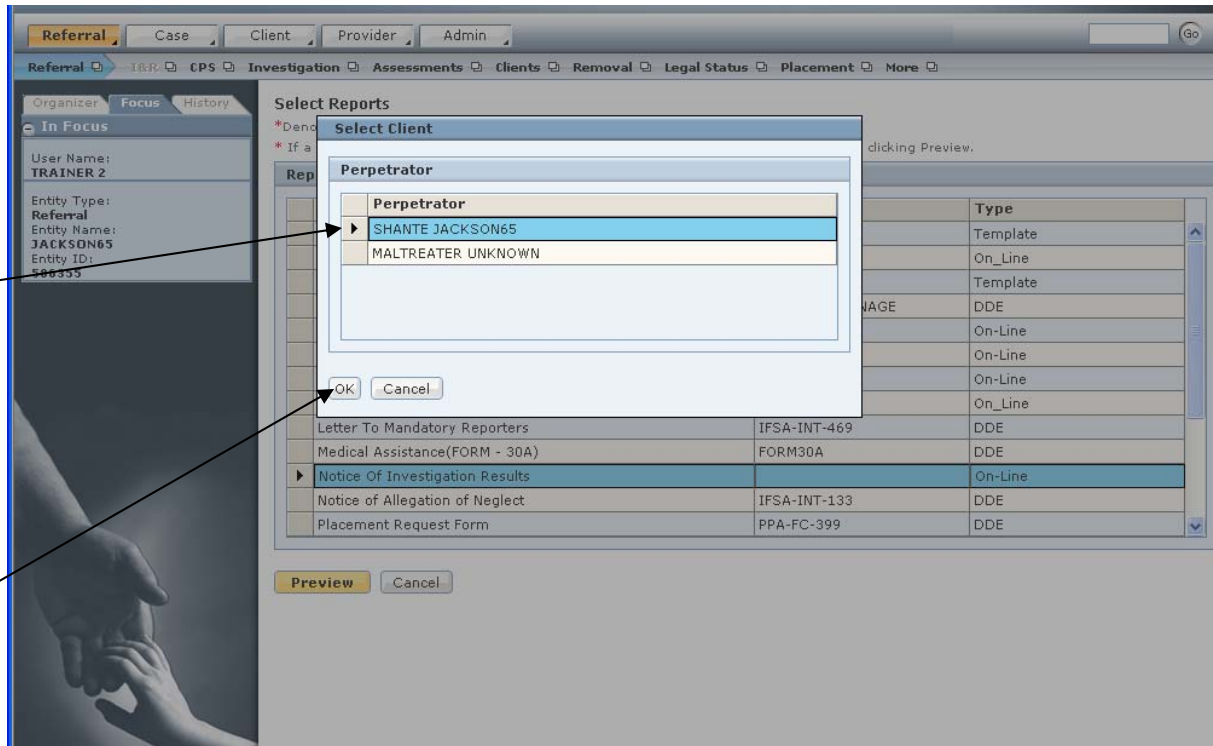


Figure 3

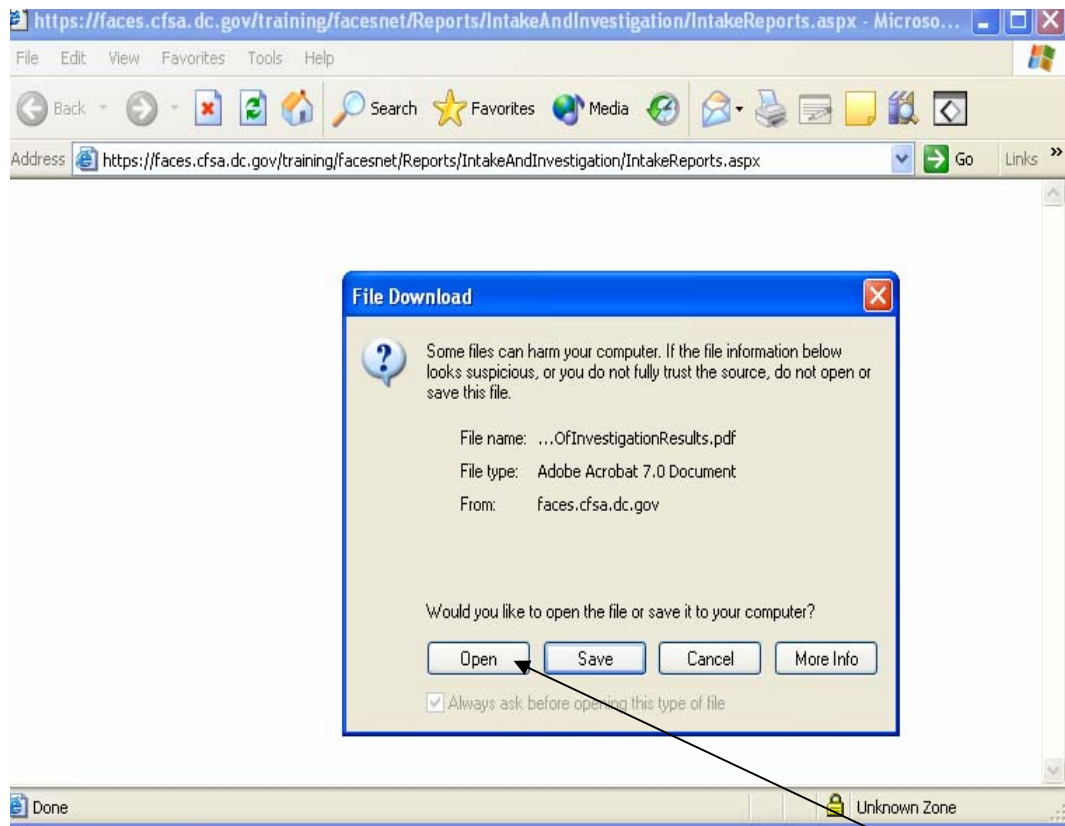


Figure 4

6: Click
Open.

Step 6: Click on **Open** to download file.

6: Click here
to print.

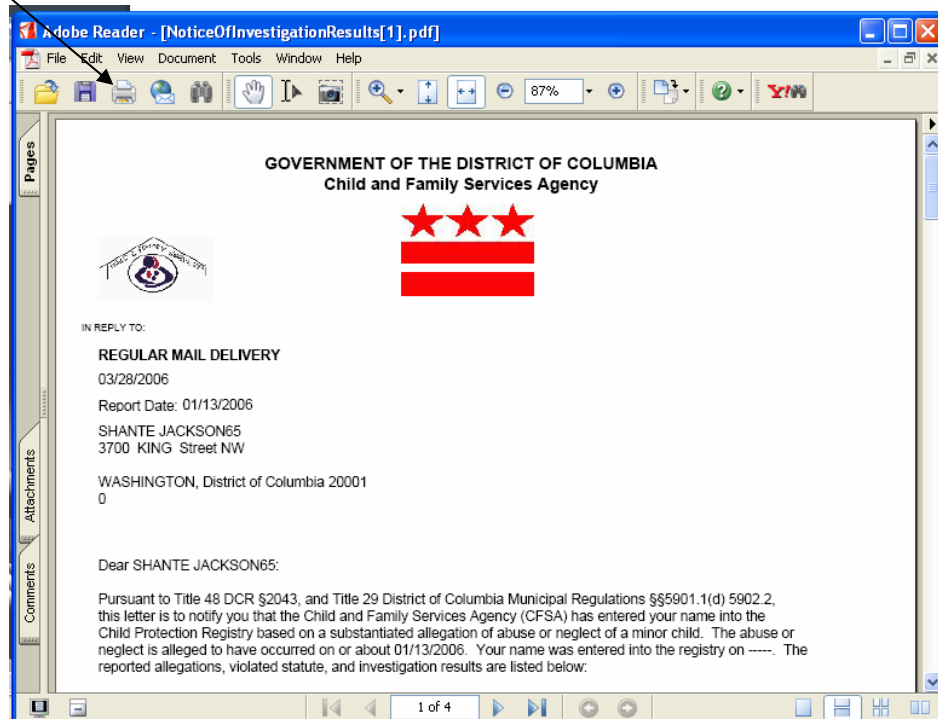


Figure 5

Step 6: Click on printer icon to print.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Child and Family Services Agency



IN REPLY REFER TO:

REGULAR MAIL DELIVERY

Date (today's date)

Report Date (Intake Date from CPS Info screen)

Name (name of perpetrator in focus)

Address (address of perpetrator in focus)

City, State, Zip (City, State, Zip of perpetrator in focus)

Dear Name: (name of perpetrator in focus)

Pursuant to Title 48 DCR §2043, and Title 29 District of Columbia Municipal Regulations §§5901.1(d) 5902.2, this letter is to notify you that the Child and Family Services Agency (CFSA) has entered your name into the Child Protection Registry based on a substantiated allegation of abuse or neglect of a minor child. The abuse or neglect is alleged to have occurred on or about **[Intake Date from CPS Info screen]**. Your name was entered into the registry on **[DATE OF ASSESSMENT FINDINGS]**. The reported allegations, violated statute, and investigation results are listed below:

Child	Allegation	Statute Violated	Investigation Result
[child(ren)'s first, middle and last initial – do not insert clients' names]	[allegations populated from FACES]	[General Counsel's Office will provide statute list. FACES will map allegations to appropriate statute]	[assessment findings will populate from FACES]

[Insert new narrative from Investigation screen.]

D.C. Law 13-277 (48 DCR §2043)(2001) mandates that the Child and Family Services Agency investigate and remedy all reports of child abuse and/or neglect no matter how it is reported. Based on CFSA's investigation, the allegations against you were substantiated by the weight of the evidence.

The D.C. Code of Municipal Regulations, Title 29, Section 5900 et seq., affords you the following rights as an individual listed on the Child Protection Registry:

- **You have the right to a Fair Hearing.** You have 30 days to submit the request for a fair hearing.
- **You have the right to be represented by legal counsel of your own choosing and at your own expense, or by an individual who is not a lawyer, or you may represent yourself. A representative may not be a District of Columbia or Child and Family Services Agency employee.**
- **You have the right to present documents and witnesses in support of your appeal; and, you have the right to review the report of investigation, except information that is protected by law.**

To request any of the rights listed above, or have any questions, please contact the Fair Hearings Coordinator, Office of Fair Hearings and Appeal, Child and Family Services Agency, 400 6th St., SW, Washington, D.C. 20024, or by telephone at 202-724-7064.

Sincerely,

Child and Family Services Agency

cc: Intake Administrator
Program Manager
Supervisory Social Worker